

TN Airport
Applicable Address

April xx, 20XX

(Applicable TAD Staff Member)

TDOT, Aeronautics Division
Engineering and Program Development
607 Hangar Lane, Bldg. 4219
Nashville, TN 37217

Re: Request for Grant Close-out
TAD No. **xx-555-xxxx-xx**
TAD Grant No. **xxxx-xx-xxx-xx**

FOR TENNESSEE AERONAUTICS DIVISION USE ONLY	
TAD PROJECT MANAGER: _____	
PRINT	
_____ SIGN	_____ DATE

Dear **xxxx**,

The **(City of/County of/Airport Authority)** requests closure of the above referenced grant.

The work is complete and has been accepted by our professional service provider **(ABZ Engineering)** and the **(City of/County of/Airport Authority)**.

All financial transactions are final, no additional invoices will be submitted; based on our records the total grant expenditures amount to **\$x,xxx,xxx,xx**, leaving a balance of **\$x,xxx.xx**.

Please return the local share of the remaining balance to the **(City of/County of/Airport Authority)**.

Sincerely,

(Sponsor Grant Manager)

(Title)

(Signature)